**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

# JOB IDENTIFICATION

# Position Title : Associate. Lecturer

# Position Level : 5

# Discipline : HRM

# Occupational Group : Academics

# Requirement : 1

# College : Gedu College of Business Studies

# Mode of Employment : Contract

# MAIN PURPOSE OF THE POSITION*:*

* Plan and teach HRM modules.
* Design and implement assessment items
* Research and implement best industry practices
* Contribute to institutional capacity building through innovation and research of curriculum, academic inputs and international exchange programmes
* Mentor student’s research projects

1. **GENERAL ROLES AND RESPONSIBILITIES**
   1. **Teaching**

* Teach modules (full time) and support students within own subject area at least up to the undergraduate level;
* Set and mark assessments, and advise students on their progress;
* Develop and deploy teaching-learning materials in area of own expertise;
* Plan and review own approach to learning;
* Take responsibility for organizing own activities and for the management of allocated resources;
  1. ***Research and Innovation***
* Generate fund for the University through research projects, consultancies and advices;
* Supervise research projects and dissertation where these are part of the programme(s) of study;
* Contribute to design of research projects and define methods such as conducting surveys and focused interviews;
* Carry out literature searches within pre-specified parameters;
* Run analysis/interpreting data using specified and agreed techniques/models;
* Prepare summary reports of research methods/findings;
* Contribute to dissemination and publication of research findings; and
* Carry out small-scale research projects on their own or as a lead in a team and publish some quality papers including few in reputed journals.
  1. ***Services***
* Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside.
* Participate in developing and promoting a clear vision of the College’s/unit’s strategic direction;
* Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
* Contribute to the operation of the University by participating in decision-making and governance including committees or taskforce as appropriate, at College and/or University level;
* Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
* Coordinate the organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization; and
* Provide guidance to other staff and students.

1. **SPECIFIC ROLES AND RESPONSIBILITIES:**

The faculty recruited through this advertisement should be able to teach and assess the following management modules:

* ***Fundamental of HRM***
* ***International Human Resource Management***
* ***Industrial Relations***
* ***Industrial Relations and Employee Grievances***
* ***Global HRM & Practices***
* ***Organizational Behavior and Culture***
* ***Recruitment and Retention***

1. **KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS** 
   1. ***Education Qualification:*** Masters (HRM) OR any other relevant qualification
   2. ***Experience:*** Two years of industry/teaching experience in the related field.
   3. ***Knowledge Skills and Abilities***:

* Ability to demonstrate high level of commitment to teaching
* Ability to listen and being open to multiple views, perspectives, and feedback
* Engagement in continuous learning and development, and committed to continuous improvement by way of recognizing to change personal, interpersonal and managerial behavior
* Sound skills in research, analysis and dissemination of knowledge mainly by way of publication
* Ability to master in a particular field of specialization and provide excellent learning outcomes among the students

**Service Condition:**

* Salary will be commensurate to qualification and experience with allowance in accordance to the existing Rules and Regulations of the Royal University of Bhutan.